



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
1421 JEFFERSON DAVIS HWY
ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 5216.11B
AIR-00EA
28 Mar 95

NAVAIRINST 5216.11B

From: Commander, Naval Air Systems Command

Subj: RED STRIPE MEMORANDUM SYSTEM

Encl: (1) Sample Red Stripe Memorandum

1. Purpose. To revise procedures within the Naval Aviation Systems TEAM for providing urgent information concerning key issues to higher authority.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5216.11A of 13 December 1993. Since this is a major revision, changes are not indicated.

3. Discussion

a. The Red Stripe memorandum is used to communicate urgent issues determined by the Commander, Naval Air Systems Command (COMNAVAIR) as appropriate for expeditious transmission to the Chief of Naval Operations and the Secretary of the Navy.

b. The Red Stripe memorandum paper has a 1/4 inch to 1 inch wide red stripe across from top left to bottom right.

c. The memorandum should be as brief as possible (no more than one page) in the format of enclosure (1), and include all the information the originator determines to be pertinent. When addressing grounding bulletins, the memorandum should provide information including but not limited to the nature of the problem, cure, duration, and operational impact. The memorandum will be hand carried by the originating program manager to all addressees immediately after signature.

4. Action

a. All Naval Aviation Systems TEAM program managers shall:

(1) Be responsible for the drafting of Red Stripe memorandum, and the submission to the Assistant Commander for Logistics (AIR-3.0), Assistant Commander for Engineering (AIR-4.0) and the cognizant Program Executive Officer, or the Deputy Commander for Acquisition and Operations (AIR-1.0) for concurrence, and presentation in final format to COMNAVAIR for



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signature. Distribution to higher authority will be modified by the Commander, as appropriate.

(2) Update all outstanding Red Stripes as necessary. When required by higher authority, or when the magnitude/visibility of the issue suggests a close-out memorandum is prudent, prepare and forward a close-out point paper to the Commander.

(3) Include in all close-out point papers a statement assessing the liability, approximate cost, and the responsible party.

b. Flag Secretary will:

(1) Process outgoing Red Stripe memoranda after signature.

(2) Maintain a Red Stripe master file and monitor follow-up close-out actions.

(3) Ensure the watch officers are trained in Red Stripe procedures.

5. Review. The Flag Secretary shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.



J. A. LOCKARD

Distribution: FKA1A (established quantity); others 2 copies
SNDL: A1J1A; A1J1B; A1J1C; FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors, and Office and Division Directors); FKR

Copy to: (2 copies each unless otherwise indicated)
SNDL: C21 Morgantown (1 copy); FKA1A (AIR-7.5 A/L (1 copy), AIR-7.2.5.2 (5 Copies), AIR- 7.2.5.4 (20 copies), AIR-00EA (5 copies)); FKM27 (NPPSO-NDW C/L)

Stocked: Commanding Officer, Navy Aviation Supply Office, Physical Distribution Division (Code 103), 5801 Tabor Avenue, Philadelphia, PA 19120-5099

Red Stripe Memorandum Format

5216
Ser (Orig code)/#

MEMORANDUM

From: Commander, Naval Air Systems Command
To: Chief of Naval Operations
Via: Vice Chief of Naval Operations

Subj: PRINTED RED STRIPE MEMORANDUM FORM

1. Use the same format as shown on page 6-2 of the Correspondence Manual (SECNAVINST 5216.5C) for the printed Red Stripe memorandum form.
2. Use short titles (abbreviations) as shown in the Standard Navy Distribution List in the from, to, and via blocks (do not use codes).
3. All Red Stripe memoranda will go to the Chief of Naval Operations via the Vice Chief of Naval Operations.

Very respectfully, (type on 2nd line after text)

(Commander's Name) (type on 6th line)

Copy to: (type on 8th line)

SECNAV

ASN (RD&A)

CNO (N88, N8) (and/or other sponsors as appropriate)

CMC (A, ASL-33) (for USMC-related issues)

Note:

1. For matters strictly within the realm of acquisition, i.e. no operational impact or consequences, the Red Stripe will be addressed to "Secretary of the Navy" via the Assistant Secretary of the Navy (RD&A) with copy to CNO and VCNO (N00, N09, respectively) and other appropriate OPNAV/CMC distribution.

2. Other codes are applicable in appropriate situations:

DCNO (N86) Surface Warfare

DCNO (N4) Logistics

DIR OF NAVAL RESERVE (N095) Reserve A/C & Matters

DIR of Navy Test & Evaluation & Technology Requirement (N091) RDT& E matters/dollars

3. Date will be entered by the Flag Secretary after signature but prior to duplication/distribution.

4. If there is a reference, attach a copy of the reference to original and all copies.

5. Any questions concerning Red Stripes should be addressed to the Executive Assistant, COMNAVAIR (AIR-00EA).

Encl (1)